

# City of Somerville

## Action Plan 2008 – 2009



**DRAFT 4/14/09**

**AMENDED XX/XX/2009**

*(note: this is a supplement to the original plan adopted February 14, 2008.)*

**Mayor Joseph A. Curtatone**





**CITY OF SOMERVILLE, MASSACHUSETTS**  
**JOSEPH A. CURTATONE**  
**MAYOR**

April 23, 2009

The Honorable Board of Aldermen  
City Hall  
93 Highland Avenue  
Somerville, Massachusetts

Dear Members of the Board of Aldermen,

On February 14, 2008, the honorable Board of Alderman adopted the One-Year Action Plan for the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG), HOME Investment Partnership, and Emergency Shelter Grant (ESG) Programs for 2008 in the amount of \$5,234,351. The City has received notice that it is eligible for American Revitalization & Recovery Act (ARRA) funds for the "CDBG-R" Program in the amount of \$772,044 and Homeless Prevention Program in the amount of \$1,181,067. Approval by the Board in the form of an amendment to the HUD2008 Action Plan is required to accept and authorize the expenditure of these funds.

In addition, through this amendment, I propose to revise the HUD program year so that it will become aligned with the City fiscal year. At present, the HUD year runs from April 1<sup>st</sup> to March 31<sup>st</sup> and by extending the HUD2008 year by 90 days, we will be able to considerably reduce the complexity of managing the grant funds. The 90-day extension will be covered through land sales proceeds from Yard 21 that are presently available. There will not be increased costs as a result of this change - rather expenditures that would have been within the first quarter of the HUD2009 year are being incorporated into the amended Action Plan for 2008.

The total budget under the City's mandated program year 2008-2009 (as amended) (4/1/08-6/30/09) is estimated at \$7,616,833 in new funding and program income.

In accordance with M.G.L. Chapter 44, section 53A, which requires a vote of the Board of Aldermen for the expenditure of grants or gifts from the federal government and from a charitable foundation, private corporation, or individual, or from the Commonwealth, a county or municipality or agency thereof, I request approval to expend these grant funds.

Sincerely,

Joseph A. Curtatone  
Mayor



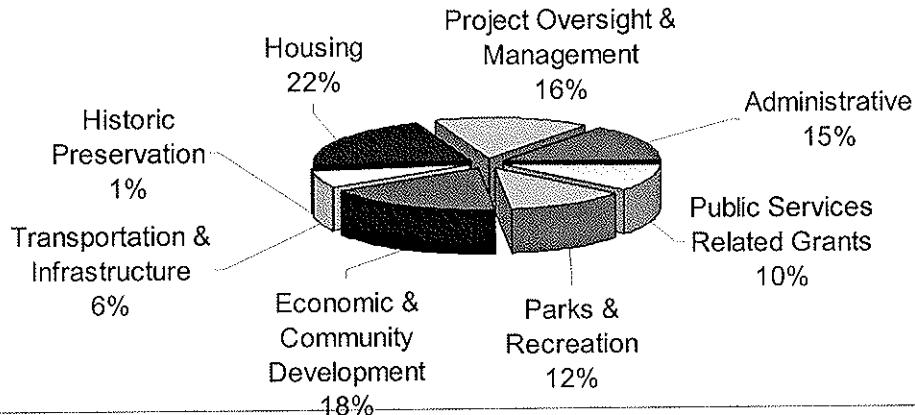
**City of Somerville  
2008-2009 Action Plan (as amended)  
Funding Summary**

	ORIGINAL	REVISED
<b>Entitlement Grant</b>		
CDBG	\$2,843,782	\$2,843,782
ESG	\$127,110	\$127,110
HOME	\$865,389	\$865,389
HOPWA	\$0	\$0
<b>Total</b>	<b>\$3,836,281</b>	<b>\$3,836,281</b>
<b>ARRA Grant Programs</b>		
CDBG - R		\$772,044
Homeless Prevention		\$1,181,067
		<b>\$1,953,111</b>
<b>Prior Years' Program Income NOT previously programmed or reported</b>		
CDBG	\$0	\$0
ESG	\$0	\$0
HOME	\$0	\$0
HOPWA	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>
<b>Carried Forward/Reprogrammed Prior Years' Funds</b>		
CDBG	\$1,232,542	\$1,232,542
ESG	\$0	\$0
HOME	\$2,721,138	\$2,721,138
HOPWA	\$0	\$0
<b>Total</b>	<b>\$3,953,680</b>	<b>\$3,953,680</b>
<b>Total Estimated Program Income</b>		
CDBG Econ Development Reimbursement	\$1,104,102	\$1,533,429 *
CDBG Housing Rehab Revol Loan Fund	\$194,012	\$194,012
CDBG Special Projects Revol Loan	\$0	\$0
HOME Rehab Revol Loan Fund	\$100,000	\$100,000
<b>Total</b>	<b>\$1,398,114</b>	<b>\$1,827,441</b>
<b>Section 108 Loan Guarantee Fund</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL FUNDING SOURCES</b>	<b>\$9,188,075</b>	<b>\$11,570,513</b>
<b>Other Funds**</b>	<b>\$1,769,066</b>	<b>\$1,144,066</b>
<b>Submitted Proposed Projects Totals</b>	<b>\$10,957,141</b>	<b>\$12,714,579</b>
<b>TOTAL Entitlement &amp; Program Income</b>	<b>\$5,234,395</b>	<b>\$7,616,833</b>
<b>Un-Submitted Proposed Projects Totals</b>	<b>\$0</b>	<b>\$0</b>

\* Additional program income from land sales proceeds received April 2009.

\*\* Federal, State, and Other Matching Funds for 1 Year Action Plan Projects

**City of Somerville**  
**2008 H.U.D. Action Plan (amended)**  
**New Entitlement Funds & Program Income**  
**CDBG, HOME, ESG**



CDBG Entitlement & Program Income (2008)		
	Amount	Percentage
CDBG Administration	\$757,682	16.58%
Public Services	\$462,067	10.11%
Programs / Projects	\$3,351,473	73.32%
<b>TOTAL</b>	<b>\$4,571,222</b>	

HOME Entitlement & Program Income (2008)		
	Amount	Percentage
HOME Administration	\$96,439	9.99%
CHDO Set Aside	\$43,269	4.73%
Programs / Projects	\$825,681	85.53%
<b>TOTAL</b>	<b>\$965,389</b>	

100% of the activities proposed for the FY2009 Action Plan will benefit low/moderate-income persons through the development housing, public services, economic development, and management of the grant programs.

**CITY OF SOMERVILLE**  
**2008-2009 HUD ONE YEAR ACTION PLAN (AS AMENDED)**

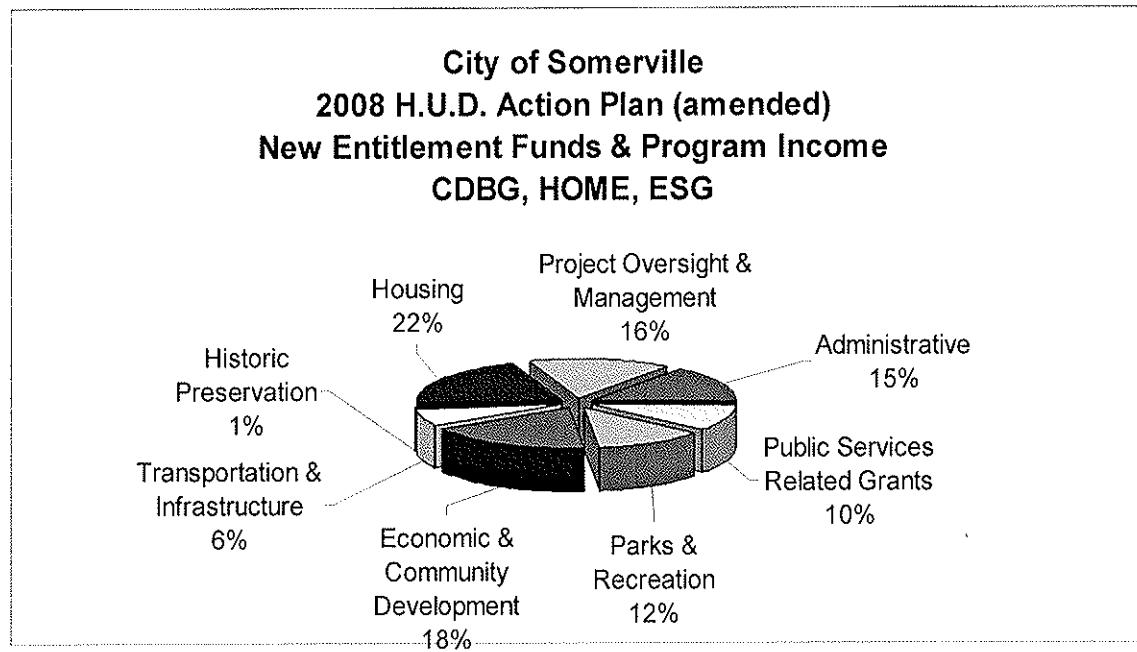
**ADDENDUM TO EXECUTIVE SUMMARY**

**Introduction**

On February 14, 2008, the City of Somerville adopted the One Year Action Plan for 2008. At the time, the total funding was estimated at \$9,188,075, including HUD Community Block Grant (CDBG) funds, HUD HOME Investment funds, and HUD Emergency Shelter Grant (ESG) program funds.

Since that date, the City has been notified that it is eligible for American Revitalization & Recovery Act (ARRA) funds for the "CDBG-R" Program in the amount of \$772,044 and Homeless Prevention Program in the amount of \$1,181,067. The amended Action Plan allocates these funds for specific purposes and, at the same time, revises the HUD Fiscal Year (originally April 1 to March 31) so that it aligns with the City Fiscal Year (July 1 to June 30). CDBG program income and project carryforward will be used to facilitate the shift in fiscal year.

Chart 2: 2008-2009 Funding Categories (as amended)



## **ECONOMIC & COMMUNITY DEVELOPMENT PROJECTS (AMENDED)**

### **Storefront Improvement Project (CDBG-R):**

CDBG-R funds will be used to increase the Storefront Improvement Project by \$168,238. This program provides financial and technical assistance to businesses for exterior/facade improvements. By increasing the Storefront Improvement Project, construction jobs will be created as the storefronts are improved and commercial areas revitalized. In addition, some businesses outside the CDBG-eligible areas may apply under the “job creation” tract of the program which requires that at least one job be created at the business in order to receive the grant funds. Up to \$40,000 in funding is available for each project, with each business being required to match the City’s investment. The required match will be reduced to \$1 of match for every \$3 in grant funds to ensure that the funds are expended expeditiously.

### **Retail Best Practices (CDBG-R & Program Income)**

A new Retail Best Practices Program will be created through the use of \$58,000 in CDBG-R funds and \$15,000 in program income. This program will include the training of 24 store owners/managers in how to improve their business operations, especially in difficult economic times. The program will include a site visit by one or more of the trainers who will work with the store owners to develop a specific action plan for their businesses. In addition, grants of up to \$2,000 will be made to store owners to implement aspects of their individual action plans. This will strengthen the retail base in the CDBG-eligible areas, as well as support local hiring as the businesses grow and thrive.

### **Union Square Farmers Market (Program Income):**

The revised Action Plan will allocate \$12,000 of program income for the management of Farmers Market(s) during Summer 2009. The market(s) will serve existing residents, and attracts customers from a wide area to help support existing businesses in Union Square and East Somerville. This is in addition to the \$12,000 of funding allocated during the original Action Plan which was expended in Summer 2008 for the market in Union Square.

### **Union Square Design Annex (CDBG-R):**

CDBG-R funds will be used to support the inception of the Union Square Design Annex, within the Union Square NRSA, a shared facility that will support design and architectural professionals in Union Square. The facility will include work spaces, shared conference and display space, and equipment for participants. This will increase foot traffic in Union Square as the designers and clients come to the facility, and will support the growth of this important employment sector. Up to \$20,000 in funds will be used for a mix of start up costs, including, but not limited to operating costs and equipment/tenant improvements for the Design Annex.

### **Inner Belt Planning (CDBG-R):**

As underutilized industrial areas of the City, the Inner Belt and Brickbottom Districts within the East Somerville NRSA have significant potential for future growth and development. A total of \$70,000 in CDBG-R funds will be used to match an existing federal earmark (est. \$280,000) to allow for infrastructure, land use, public realm planning for the area together with the creation of a phasing plan and implementation plan. These funds will support the long term growth of the area through a thorough the creation of an Inner Belt / Brickbottom Area Plan and, in the short term, will require the work of architecture, landscape architecture, transportation planning, civil engineers, etc.

## **TRANSPORTATION & INFRASTRUCTURE PROJECTS**

### **ADA Streetscape Improvements (Program Income):**

Funds in the amount of \$43,000 will be added to the existing balance of the ADA Streetcape Improvements project for a total of \$143,000 to be expended during Summer 2009. The selected projects have been identified in consultation with the Department of Public Works, the Safe Start Committee, and the Somerville Commission for Persons with Disabilities.

## **PARKS & RECREATION PROJECTS**

### **Street Tree Planting Program (Program Income):**

The City will continue to plant approximately 100 trees in CDBG-eligible areas. This on-going program has been successful for the City going back to 1999, and the City plans to allocate an additional \$75,000 for its continuation. This increased allocation of program income will allow for plantings to occur during Summer 2009. This is in addition to the \$75,000 of funding allocated during the original Action Plan which was expended in Summer 2008 for tree planting.

### **Dickerman Park Design (CDBG-R):**

CDBG-R funding in the amount of \$30,000 will be allocated for design work for the construction of a redesigned Dickerman Park in a CDBG-eligible area in Ward 4. Design work for this 0.41 acre park will require the hiring of landscape professionals and will ultimately result in an increase in construction jobs in Somerville.

### **Morse Kelly Park (CDBG-R):**

CDBG-R funding in the amount of \$60,000 will be allocated for design work for the construction of a redesigned Morse Kelly in a CDBG-eligible area in Ward 4. Design work for this 0.45 acre park will require the hiring of landscape professionals and will ultimately result in an increase in construction jobs in Somerville.

## **HISTORIC PRESERVATION**

No change in historic preservation projects is proposed.

## **HOUSING PROJECTS**

### **Housing Rehabilitation Projects (CDBG-R):**

The Housing Rehabilitation Program will be increased by \$250,000 CDBG-R funds. The program offers grants of deferred payment loans to income-eligible homeowners to assist in making needed repairs, improvements and the abatement of hazardous materials from the home. The Program is designed to utilize both federal CDBG and HOME funds to improve the existing housing stock and to create and/or maintain affordable rental units. The CDBG-R funds are in addition to the allocation of \$656,138 in total CDBG and HOME funding in the original Action Plan. It is estimated that the increase in funding will support an additional 10 properties, with data showing that 5-7 construction workers are utilized per site.

### **Homeless Prevention Program (Homeless Prevention):**

The new Homeless Prevention funding provides the City with a one-time opportunity to provide significant support to individuals and households that are currently homeless or at risk of becoming homeless. The \$1.181 million in homeless prevention funds will be allocated through a competitive process through awards that will be up to three years in length. Funding will be allocated to financial assistance (rental assistance, utility payments, moving costs, etc.), housing relocation and stabilization services (case management, housing search and replacement, etc.) and data collection and evaluation, as well as program administration which has a 5% cap on spending. Per federal guidelines, 60% of all funds allocated to Somerville must be expended within the first two years, so the City will pay close attention to the spending rates of the selected programs and make shifts as necessary.

## **PUBLIC SERVICE GRANTS**

### **Public Services Grants (CDBG-R & Program Income):**

A total of \$35,500 in program income will be added to the original allocation of \$442,519 for public services grants in 2008. These will be used to facilitate the continuation of existing sub-grants during the 90-day extension period as the HUD fiscal year start and end dates are modified. In addition, \$115,806 in CDBG-R funds (15% of total) will be allocated to Public Services grants. A new competitive Request for Proposal (RFP) process will take place to award these funds and the funds will be allocated to programs with an employment component (job creation, training, addressing barriers to employment, etc.) Public services grant funds are used by various non-profit organizations to provide special services to meet the needs of very low, low, and moderate income people and families.

## **EMERGENCY SHELTER GRANTS**

No change in emergency shelter grants is proposed.

CITY OF SOMERVILLE  
PROGRAM YEAR 2008 (APRIL 1, 2008 - MARCH 31, 2009)  
PROJECTS  
CDBG, HOME, and EMERGENCY SHELTER GRANTS PROGRAMS

Activity Name	Address	Descrip	Reprogrammed CDBG Funds	Reprogrammed HOME Funds	PY07 CDBG CarryForward	PY07 HOME CarryForward	Total Carryforward & Reprogrammed	PY08 "New" CDBG Entity	Total CDBG Program Income	PY08 HOME Program Income	Total HOME	Total ESS	Total Program
STOREFRONT IMPROVEMENT PROJECTS	ELIGIBLE CDBG AREAS OF THE CITY OR CITY-WIDE	Funds for renovating storefronts and/or signs & awnings in CDBG eligible commercial districts, or to eligible micro-enterprises.					0	30,762	69,238		-		100,000
SMALL BUSINESS/ MICROENTERPRISE LOAN PROGRAM	CITY-WIDE	Funds to assist with a small business loan fund targeted to micro-enterprises as the second year of a three year program.			0	30,000	30,000				-		30,000
RETAIL BEST PRACTICES	UNION SQUARE AND EAST SOMERVILLE NRSA	Technical Assistance to businesses for Retail Best Practices			0			15,000	15,000				15,000
UNION SQUARE FARMERS' MARKET	UNION SQUARE, MA 02143	Grant to non-profit to organize and manage Union Square Farmers' Market.			0	12,000	12,000						12,000
FARMERS' MARKET (90 day extension)	SOMERVILLE, MA 02143	Grant to non-profit to organize and manage Farmers' Market.			0			12,000	12,000				12,000
SECTION 108 LOANS PAYMENTS	93 HIGHLAND AVE SOMERVILLE, MA 02143	Interest and principal on the City's outstanding Section 108 Loan Balance.			0	621,836	27,270	649,109					649,109
UNION SQUARE MAIN STREET STREETS	UNION SQUARE NRSA	Support for Main Streets organization and initiatives in Union Square.			0	75,000		75,000					75,000
EAST SOMERVILLE MAIN STREETS	EAST SOMERVILLE NRSA	Support for Main Streets organization and initiatives in East Somerville.			0	75,000		75,000					75,000
ARTS UNION ARTSCAPE & STREETSCAPE ELEMENTS	UNION SQUARE NRSA	For ArtsUnion StreetScope & ArtSpace improvements in Union Square. Match to grant from the MA Cultural Council.			0	50,000		50,000					50,000
KELLY BARREL PRE-DEVELOPMENT	UNION SQUARE NRSA	Remediation, market analyses, appraisals, and other costs in order to further economic development in this area.			126,023	126,023		126,023					126,023
BOYNTON YARDS PRE-DEVELOPMENT	UNION SQUARE NRSA	Environmental reviews, Surveys, Appraisals, and other pre-development costs.			30,977	30,877		30,877					30,877
INNER BELT PLANNING	EAST SOMERVILLE NRSA	Planning feasibility and other related planning funds for the redevelopment of the Inner Belt and Boynton Yards section of the city.							25,000	25,000			25,000
WAYFINDING in UNION SQUARE	UNION SQUARE NRSA	Development and Implementation of directional signage and parking identification program in Union Square.			11,865	11,865			11,865				11,865
WAYFINDING CLOCK in UNION SQUARE	UNION SQUARE NRSA SOMERVILLE, MA 02143	To design and install ADA-accessible wayfinding signage for Union Square.			30,000			30,000					30,000
Total Economic & Community Development Project Costs			-	198,765	-	198,765	5%	29%	210,508	1,241,874	-	0	-
			-	17%									1,241,874
													14%

CITY OF SOMERVILLE  
PROGRAM YEAR 2008 (APRIL 1, 2008 - MARCH 31, 2009)  
PROJECTS  
CDBG, HOME, and EMERGENCY SHELTER GRANTS PROGRAMS

Activity Name	Address	Descrip	Reprogrammed CDBG Funds	PY07 CDBG CarryForward	Total Carryforward & Reprogrammed	PY08 "New" CDBG Entitle	PY08 CDBG Program Income	Total CDBG	PY08 "New" HOME Entitle	HOME Program Income	Total HOME	Total ES6	PY08 Total Program
UNION SQUARE INFRASTRUCTURE	UNION SQUARE NRSA	Revised scope of work for former Webster & Prospect Streets Design to include Environmental Assessment, Financial Feasibility, Transportation, and Other Studies and Designs relating to the re-development of Union Square.	50,000		50,000			50,000			-		50,000
WASHINGTON & ROUTE 28 DESIGN	Washington Street & McGrath Highway, Somerville, MA	Design of this area for Mass Highway improvements.		15,000	15,000				15,000			-	15,000
GREEN LINE EXTENSION PLANNING	UNION SQUARE NRSA AND EAST SOMERVILLE NRSA	Includes Environmental Assessment, Financial Feasibility, Transportation, and Other Studies and Designs relating to the extension of the MBTA Green Line.						25,000	25,000				25,000
LOWER BROADWAY STREETSCAPE PROJECT	EAST SOMERVILLE NRSA	Street scape improvements along Broadway from McGrath Highway to the Boston city line. Includes prior year unexpended CDBG funds of \$403,246, \$250,000 in new CDBG funds, and \$479,000 from a state T.O.D. grant.		403,246	403,246			250,000	653,246			-	653,246
ADA STREETSCAPE IMPROVEMENTS	CITY-WIDE	For ADA improvements to sidewalks, curb cuts, and pedestrian signals & signage throughout the city.		50,000	50,000			50,000	100,000			-	100,000
ADA STREETSCAPE IMPROVEMENTS (90 day extension)	CITY-WIDE	For ADA improvements to sidewalks, curb cuts, and pedestrian signals & signage throughout the city.		0	0			43,000	43,000			-	43,000
Total Transportation & Infrastructure Project Costs			50,000	-	468,246	-	518,246	0	368,000	886,246	-	0	886,246
				84%	40%	13%		21%	15%				10%
STREET TREE PLANTING PROGRAM	ELIGIBLE CDBG AREAS OF THE CITY	Funding will provided for the planting of approx. 100 trees in CDBG eligible areas city-wide.			0	75,000		75,000					75,000
STREET TREE PLANTING PROGRAM (90 day extension)	ELIGIBLE CDBG AREAS OF THE CITY	Funding will provided for the planting of approx. 100 trees in CDBG eligible areas city-wide.			0			75,000	75,000				75,000
COMMUNITY PATH DESIGN & CONSTRUCTION	COMMUNITY PATH FROM EAST SOMERVILLE/CAMBRIDGE	Design and construction of a segment (between Cedar to Central) of the Community Path through a new park.		95,755	95,755			75,000	145,755				145,755
KEMP NUT PARK CONSTRUCTION	WALNUT STREET PARK/SKILTON AVE. SOMERVILLE, MA 02143	Construction and design costs related to site improvements at existing park in CDBG eligible neighborhood. Includes improvements to Skilton Avenue.		0	0			180,000	180,000				180,000
KEMP NUT PARK PARCEL ACQUISITION	WALNUT STREET SOMERVILLE, MA 02143	Acquisition of parcels of land adjacent to Kemp Nut/Fed leather's Park to expand park.						115,000	115,000				115,000
HARRIS PARK	EAST SOMERVILLE NRSA SOMERVILLE, MA 02145	Design of park in CDBG eligible area.		55,000	55,000				55,000			-	55,000

CITY OF SOMERVILLE  
 PROGRAM YEAR 2008 (APRIL 1, 2008 - MARCH 31, 2009)  
 PROJECTS  
 CDBG, HOME, and EMERGENCY SHELTER GRANTS PROGRAMS

Activity Name	Address	Descrip	Reprogrammed CDBG Funds	Reprogrammed HOME Funds	PY07 CDBG Carryforward	PY07 HOME Carryforward	Total CARRYFORWARD & REPROGRAMMED	PY08 "New" CDBG Entite	Total CDBG Income	PY08 HOME Program Income	Total HOME	Total ES&G	Total Program
111 SOUTH STREET	111 SOUTH STREET SOMERVILLE, MA 02145	Design and Construction of Off Leash Recreation Area park in a CDBG eligible area.		55,000		55,000	55,000		55,000		-	-	55,000
CAMBRIDGE HEALTH ALLIANCE LOT	112 CENTRAL STREET	Remediation, design & construction contingency of the former Cambridge Health Alliance site in conjunction with a grant application for \$200k from the EPA.			14,000		14,000		50,000	64,000		-	64,000
NORTH STREET PLAYGROUND	NORTH STREET	Design costs related to site improvements at existing park in CDBG eligible neighborhood.			15,000		15,000		15,000			-	15,000
0 NEW WASHINGTON STREET	0 NEW WASHINGTON STREET	Design and Construction of Off Leash Recreation Area park in East Somerville NPSA.			15,000		15,000		135,000	150,000		-	150,000
GROUNDWORK SOMERVILLE	93 HIGHLAND AVE. SOMERVILLE,MA 02143	Landscaping and planting improvements in schools and other eligible public areas.					0		10,000	10,000		-	10,000
Total Parks & Open Space Project Costs			0	-	249,755	-	249,755		75,000	615,000	939,755	-	0
					2%		6%		35%	16%		-	939,755
CDBG PROJECT COSTS	93 HIGHLAND AVE. SOMERVILLE,MA 02143	Projects costs associated with activities carried out by the Community Development Division, including staff salaries.					0	493,662	493,662				493,662
CDBG PROJECT COSTS (90 day extension)	93 HIGHLAND AVE. SOMERVILLE,MA 02143	Projects costs associated with activities carried out by the Community Development Division, including staff salaries.					0	52,978	52,978				52,978
Total Economic & Community Development Costs			0	0	0	0	0	493,662	52,978	546,640	0	-	546,640
							17%		9%			-	52,978
EXPANSION OF LOCAL CDBG-ELIGIBLE AREAS OF HISTORIC DISTRICTS THE CITY		Increase the number of properties surveyed and inventories for historic designation.			19,416		19,416			19,416		-	19,416
PROSPECT HILL PARK & MONUMENT TECHNICAL EVALUATION		Technical and other engineering evaluations for the restoration and renovation of the Prospect Hill Monument and Park.							25,000	25,000			25,000
HISTORIC PRESERVATION ACCESS STUDIES	CDBG ELIGIBLE AREAS OF THE CITY	Revise scope of work for 2007 Union Square Historic District Funds to include Historic Preservation Accessibility Analysis of targeted properties in CDBG eligible areas of City.			9,360		9,360		9,360	18,720		-	18,720
Total Historic Preservation Project Costs			9,360	0	19,416	0	28,776	0	34,360	63,136	0	-	63,136
			15.8%	1.7%	0.7%		2.0%	1.1%		2.0%	0.7%	-	0.7%

CITY OF SOMERVILLE  
PROGRAM YEAR 2008 (APRIL 1, 2008 - MARCH 31, 2009)  
PROJECTS  
CDBG, HOME, and EMERGENCY SHELTER GRANTS PROGRAMS

Activity Name	Address	Description	Reprogrammed CDBG Funds	PY07 CDBG Carryforward	PY07 HOME Carryforward	Total Carryforward & Reprogrammed CDBG Entity	PY08 "New" CDBG Program Income	Total CDBG Program Income	PY08 HOME Entitlement	Total HOME Program Income	Total HOME Entitlement	Total ESG	Total Program	
HOUSING SPECIAL PROJECTS	50 EVERGREEN STREET SOMERVILLE, MA 02143	Funds reserved and used for the creation of LMI housing throughout the City. Includes new HOME funds of \$235,741 and carried forward HOME funds of \$350,000 (WNA project) and \$200,000 (SHA Coop project) from prior years.		\$1,150,000	\$1,877,000			237,000	235,772	0	1,685,772	0	1,922,772	
HOUSING REHAB	50 EVERGREEN STREET SOMERVILLE, MA 02143	Funds to rehab rental and homeowner properties occupied by and/or affordable to residents who are income eligible under HOME and/or CDBG regulations.		56,138		56,138	105,988	194,012	300,000	200,000	100,000	356,138	656,138	
DOWNPAYMENT ASSISTANCE PROGRAM	50 EVERGREEN STREET SOMERVILLE, MA 02143	Downpayment and closing cost assistance of up to 15% to income eligible Somerville residents.			\$40,000	40,000			50,000	50,000	90,000		90,000	
HOUSING DIVISION PROJECT COSTS	50 EVERGREEN STREET SOMERVILLE, MA 02143	Costs associated with project oversight of the Housing Division CDBG program.				0	341,207		341,207				341,207	
HOUSING DIVISION PROJECT COSTS (90 day extension)	50 EVERGREEN STREET SOMERVILLE, MA 02143	Costs associated with project oversight of the Housing Division CDBG program.				0	28,157		28,157				28,157	
HOME ADMIN	50 EVERGREEN STREET SOMERVILLE, MA 02143	Staff salaries and overhead costs associated with administering the HOME program.				0				86,539		86,539	86,539	
HOME ADMIN (90 day extension)	50 EVERGREEN STREET SOMERVILLE, MA 02143	Staff salaries and overhead costs associated with administering the HOME program.				9,900	9,900				9,900		9,900	
HOME TBRA	50 EVERGREEN STREET SOMERVILLE, MA 02143	Funds to provide subsidies for Tenant Based Rental Assistance to formerly homeless young people.				0				120,000		120,000	120,000	
HOME CHDO OPERATING SET ASIDE	50 EVERGREEN STREET SOMERVILLE, MA 02143	5% of the HOME entitlement set aside for the City's designated CHDO's operating costs.				0				43,269		43,269	43,269	
HOME CHDO SET ASIDE	50 EVERGREEN STREET SOMERVILLE, MA 02143	Minimum 15% of the HOME entitlement set aside to fund projects of the City's designated CHDO. New HOME funds of \$134,304. Includes \$750,000 (Sr. Polycorp Phase I) and \$425,000 (Sr. Polycorp Phase II) of HOME funds carried forward from prior year grants.			1,175,000	1,175,000				129,809		130,4809	130,4809	
Total Housing Project Costs		0	56,138	237,000	2,674,900	2,986,038	447,195	222,159	916,364	365,389	100,000	3,695,427	-	4,602,791
PUBLIC SERVICE GRANTS	93 HIGHLAND AVE. SOMERVILLE, MA	Set aside 15% of current year CDBG grant to fund Public Service Grants within the city.				0	426,567		426,567					426,567
PUBLIC SERVICE GRANTS (90 day extension)	93 HIGHLAND AVE. SOMERVILLE, MA	Set aside 15% of current year CDBG grant to fund Public Service Grants within the city.				0	35,500	35,500						35,500

CITY OF SOMERVILLE  
 PROGRAM YEAR 2008 (APRIL 1, 2008 - MARCH 31, 2009)  
 PROJECTS  
 CDBG, HOME, and EMERGENCY SHELTER GRANTS PROGRAMS

Activity Name	Address	Descrip	Reprogrammed CDBG Funds		PY07 CDBG CarryForward		PY08 "New" CDBG Entitie		PY08 CDBG Program Income		PY08 HOME Program Income		PY08 HOME Entitie		Total HOME		Total ESG		Total Program		
			Reprogrammed HOME Funds	Reprogrammed HOME Funds	Total Carryforward & Reprogrammed	Carryforward	PY08 "New" CDBG Entitie	Carryforward	Total CDBG Program Income	Total HOME Income	Total HOME Income	Total HOME Entitie	Total HOME Entitie	Total HOME	Total HOME	Total ESG	Total Program				
ESG PROGRAM ADMINISTRATION	93 HIGHLAND AVE, SOMERVILLE, MA	A portion of the staff and administrative costs associated with administering ESG Grant.			0				-				-		-	-	5,090	5,030			
ESG GRANTS	93 HIGHLAND AVE, SOMERVILLE, MA	Funds to be allocated through an RFP process to agencies providing emergency shelter, crisis intervention and homeless prevention.			0				-				-		-	-	122,080	122,080			
Total Public Service Related Grants			0	0	0		0		426,567	45,000	471,567	-	0	-	127,110	598,577	100%	7%			
CDBG ADMIN	93 HIGHLAND AVE, SOMERVILLE, MA 02143	Staff salaries and overhead costs associated with administering the CDBG ESG and HOME programs.			0		568,756	21,234	589,990				-				589,990				
CDBG ADMIN (90 day extension)	93 HIGHLAND AVE, SOMERVILLE, MA 02143	Staff salaries and overhead costs associated with administering the CDBG ESG and HOME programs.			0		167,692	167,692									167,692				
Total CDBG Administration			0	0	0		568,756	188,926	757,682	0			0	0	0	0	757,682	13%			
PROJECT TOTAL			59,360	56,138	1,173,182	2,674,900	3,993,380	2,843,782	1,736,941	\$ 5,813,264	\$ 855,389	\$ 100,000	\$ 3,695,427	\$ 127,110	\$ 9,143,339						

CITY OF SOMERVILLE  
PROGRAM YEAR 2008 (APRIL 1, 2008 - MARCH 31, 2009)  
PROJECTS

CDBG, HOME, and EMERGENCY SHELTER GRANTS PROGRAMS

(Amendments to original Action Plan are shaded)

Activity Name	Address	Descrip	Total CDB\$	Total HOME	Total Es\$	Total Program	HUD Matrix Code	HUD Citation	HUD Objective	HUD Outcome	Mitigating Federal Grant	Mitigating State Grant	Mitigating Private Funds	HUD Matrix Code	Regulation
STOREFRONT PROJECTS	ELIGIBLE CDBG AREAS OF THE CITY OR CITY-WIDE	Funds for renovating storefronts and/or signs & awnings in CDBG eligible commercial districts, or to eligible micro-enterprises.	100,000	-	-	100,000	14E	570.202	Create Economic Opportunities	Sustainability			100,000	14E	570.202
SMALL BUSINESS/ MICROENTERPRISE LOAN PROGRAM	CITY-WIDE	Funds to assist with a small business loan fund targeted to micro-enterprises as the second year of a three year program.	30,000	-	-	30,000			Create Economic Opportunities	Sustainability				18C	570.203C
RETAIL BEST PRACTICES	UNION SQUARE AND EAST SOMERVILLE NSAs	Technical Assistance to businesses for Retail Best Practices	15,000	-	-	15,000			Create Economic Opportunities	Sustainability				18C	570.203C
UNION SQUARE FARMERS' MARKET	UNION SQUARE NSRA SOMERVILLE, MA 02143	Grant to non-profit to organize and manage Union Square Farmer's Market.	12,000	-	-	12,000			Create Economic Opportunities	Sustainability				19C	570.204a1
FARMERS' MARKET (90 day extension)	UNION SQUARE OR EAST SOMERVILLE, MA 02143	Grant to non-profit to organize and manage Farmers' Market.	12,000	-	-	12,000			Create Economic Opportunities	Sustainability				19C	570.204a1
SECTION 108 LOANS PAYMENTS	93 HIGHLAND AVE SOMERVILLE, MA 02143	Interest and principal on the City's outstanding Section 108 Loan Balance.	649,039	-	-	649,039	18F	570.705(c)	Create Economic Opportunities	Sustainability				19F	
UNION SQUARE MAIN STREETS	UNION SQUARE NSRA	Support for Main Streets organization and initiatives in Union Square.	75,000	-	-	75,000	17D	570.203(e)	Create Economic Opportunities	Sustainability				19C	570.204a1
EAST SOMERVILLE MAIN STREETS	EAST SOMERVILLE NSRA	Support for Main Streets organization and initiatives in East Somerville.	75,000	-	-	75,000			Create Economic Opportunities	Sustainability				19C	570.204a1
ARTS UNION STREETSCAPE & ELEMENTS	UNION SQUARE NSRA	For ArtsUnion Streetscape & ArtsUnion ArtSpace improvements in Union Square. Match to grant from the MA Cultural Council.	50,000	-	-	50,000	03	570.201(c)	Create Economic Opportunities	Sustainability				03E	570.201c
KLEY BARREL PRE- DEVELOPMENT	UNION SQUARE NSRA	Renovation, market analyses, appraisals, and other costs in order to further economic development in this area.	126,023	-	-	126,023			Create Economic Opportunities	Sustainability				04A	570.201d
BOYNTON YARDS PRE- DEVELOPMENT	UNION SQUARE NSRA	Environmental reviews, Surveys, Appraisals, and other pre-development costs.	30,877	-	-	30,877			Create Economic Opportunities	Sustainability				17D	570.203a
INNER BELT PLANNING	EAST SOMERVILLE NSRA	Planning feasibility and other related planning funds for the redevelopment of the Inner Belt and Boynton Yards section of the city.	25,000	-	-	25,000			Create Economic Opportunities	Sustainability				21A	570.206
WAYFINDING in UNION SQUARE	UNION SQUARE NSRA	Development and implementation of directional signage and parking identification program in Union Square.	11,855	-	-	11,865			Create a Suitable Living Environment	Accessibility/Availability				03	570.201c
WAYFINDING KIOSK in UNION SQUARE	UNION SQUARE NSRA SOMERVILLE, MA 02143	To design and install ADA-accessible wayfinding signage for Union Square.	30,000	-	-	30,000			Create a Suitable Living Environment	Accessibility/Availability				03	570.201c
Total Economic & Community Development Project Costs			1,241,874	-	-	1,241,874	21%						-	40,000	100,000

CITY OF SOMERVILLE  
PROGRAM YEAR 2008 (APRIL 1, 2008 - MARCH 31, 2009)  
PROJECTS  
CDBG, HOME, and EMERGENCY SHELTER GRANTS PROGRAMS

(Amendments to original Action Plan are shaded)

Activity Name	Address	Description	Total CDBG	Total HOME	Total ESG	Total Program	HUD Matrix Code	Citation	HUD Objective	HUD Outcome	Matching Federal Grant	Matching State Grant	Matching Private Funds	HUD Matrix Code	Regulation
UNION SQUARE INFRASTRUCTURE	UNION SQUARE NRSA	Revised scope of work for former Webster & Prospect Streets Design to include Environmental Assessment, Financial Feasibility, Transportation, and Other Studies and Designs relating to the re-development of Union Square.	50,000	-	-	50,000			Create Economic Opportunities	Accessibility/ Availability				21A	570.206
WASHINGTON & ROUTE 28 WESTERN HIGHWAY	SOMERVILLE, MA	Design of this area for Mass Highway improvements.	15,000	-	-	15,000			Create Economic Opportunities	Accessibility/ Availability				21A	570.206
GREEN LINE EXTENSION PLANNING	UNION SQUARE NRSA AND EAST SOMERVILLE NRSA	Includes Environmental Assessment, Financial Feasibility, Transportation, and Other Studies and Designs relating to the extension of the MBTA Green Line.	25,000			25,000			Create Economic Opportunities	Accessibility/ Availability				21A	570.206
LOWER BROADWAY STREETSCAPE PROJECT	EAST SOMERVILLE NRSA	Streetscape improvements along Broadway from McGrath Highway to the Boston city line. Includes prior year unexpended CDBG funds of \$403,246, \$250,000 in new CDBG funds, and \$479,000 from a state T.O.D. grant.	653,246			653,246			Create Economic Opportunities	Accessibility/ Availability				479,000	625,000.03K
ADA STREETScape IMPROVEMENTS	CITY-WIDE	For ADA improvements to sidewalks, curb cuts, and pedestrian signals & signage throughout the city.	100,000	-	-	100,000			Create a Suitable Living Environment	Accessibility/ Availability				10	570.201k
ADA STREETSCAPE IMPROVEMENTS (90 day extension)	CITY-WIDE	For ADA improvements to sidewalks, curb cuts, and pedestrian signals & signage throughout the city.	43,000	-	-	43,000			Create a Suitable Living Environment	Accessibility/ Availability				10	570.201k
Total Transportation & Infrastructure Project Costs			885,246	-	-	885,246								479,000	625,000
STREET TREE PLANTING PROGRAM	ELIGIBLE CDBG AREAS OF THE CITY	Funding will provide for the planting of approx. 100 trees in CDBG eligible areas city-wide.	75,000	-	-	75,000	03N	570.201(c)	Create a Suitable Living Environment	Sustainability				03N	570.201c
STREET TREE PLANTING PROGRAM (90 day extension)	ELIGIBLE CDBG AREAS OF THE CITY	Funding will provide for the planting of approx. 100 trees in CDBG eligible areas city-wide.	75,000	-	-	75,000	03N	570.201(c)	Create a Suitable Living Environment	Sustainability				03N	570.201c
COMMUNITY PATH DESIGN & CONSTRUCTION	COMMUNITY PATH FROM EAST SOMERVILLE/CAMBRIDGE	Design and construction of a segment (between Cedar to Central) of the Community Path through a new park.	145,755	-	-	145,755			Create a Suitable Living Environment	Sustainability				03	570.201c
KEMP NUT PARK/PARK ACQUISITION	WALNUT STREET SOMERVILLE MA 02143	Construction and design costs related to site improvements of existing park in CDBG eligible neighborhood. Includes improvements to Shiloh Avenue.	180,000	-	-	180,000	03F	570.201(c)	Create a Suitable Living Environment	Sustainability				325,066	03F
HARRIS PARK	EAST SOMERVILLE NRSA SOMERVILLE, MA 02145	Acquisition of parcels of land adjacent to Kemp Nut/Edu Learners Park to expand park.	115,000			115,000			Create a Suitable Living Environment	Sustainability				01	570.201a
		Design of park in CDBG eligible area.	55,000	-	-	55,000			Create a Suitable Living Environment	Sustainability				03F	570.201c

CITY OF SOMERVILLE  
PROGRAM YEAR 2008 (APRIL 1, 2008 - MARCH 31, 2009)  
PROJECTS  
CDBG, HOME, and EMERGENCY SHELTER GRANTS PROGRAMS

(Amendments to original Action Plan are shaded)

Activity Name	Address	Description	Total CDBG	Total HOME	Total ESG	Total Program	HUD Matrix Code	Citation	HUD Objective	HUD Outcome	Matching Federal Grant	Matching State Grant	Matching Private Funds	HUD Matrix Code	Regulation
111 SOUTH STREET	111 SOUTH STREET SOMERVILLE, MA 02145	Design and Construction of Off Leash Recreation Area perched in a CDBG eligible area.	55,000	-	-	55,000	08F	570.20(c)	Create a Sustainable Living Environment	Sustainability			03F	570.20(c)	
CAMBRIDGE HEALTH ALLIANCE LOT	112 CENTRAL STREET	Remediation, design & construction contingency of the former Cambridge Health Alliance site in conjunction with a grant application for \$200K from the EPA.	64,000	-	-	64,000			Create a Sustainable Living Environment	Sustainability	200,000		03F	570.20(c)	
NORTH STREET PLAYGROUND	NORTH STREET	Design costs related to site improvements or existing park in CDBG eligible neighborhood.	15,000	-	-	15,000			Create a Suitable Living Environment	Sustainability			03F	570.20(c)	
ONE NEW WASHINGTON STREET	ONE NEW WASHINGTON STREET	Design and Construction of Off Leash Recreation Area park in East Somerville NRSAs.	150,000	-	-	150,000			Create a Suitable Living Environment	Sustainability			03F	570.20(c)	
GROUNDWORK	93 HIGHLAND AVE. SOMERVILLE, MA 02143	Landscaping and planting improvements in schools and other eligible public areas.	10,000	-	-	10,000			Create a Suitable Living Environment	Sustainability			03F	570.20(c)	
Total Parks & Open Space Project Costs			939,755	-	-	939,755			10%		200,000	325,066	-		
(CD PROJECT COSTS)	93 HIGHLAND AVE. SOMERVILLE, MA 02143	Projects costs associated with activities carried out by the Community Development Division, including staff salaries.	493,662	-	-	493,662	03	570.20(c)	Create Economic Opportunities	Sustainability			03	570.20(c)	
(CD PROJECT COSTS (90 day extension))	93 HIGHLAND AVE. (90 day extension): SOMERVILLE, MA 02143	Projects costs associated with activities carried out by the Community Development Division, including staff salaries.	52,978	-	-	52,978	03	570.20(c)	Create Economic Opportunities	Sustainability			03	570.20(c)	
Total Economic & Community Development Costs			546,640	-	-	546,640			1%						
EXPANSION OF LOCAL HISTORIC DISTRICTS THE CITY	CDBG ELIGIBLE AREAS OF HISTORIC DISTRICTS THE CITY	Increase the number of properties surveyed and inventories for historic designation.	19,416	-	-	19,416			Create a Suitable Living Environment	Sustainability			16A	570.20(d)	
PROSPECT HILL PARK MONUMENT TECHNICAL EVALUATION	PROSPECT HILL PARK	Technical and other engineering evaluations for the restoration and renovation of the Prospect Hill Monument and Park.	25,000			25,000			Create a Suitable Living Environment	Sustainability			16B	570.20(d)	
HISTORIC PRESERVATION ACCESS STUDIES	CDBG ELIGIBLE AREAS OF THE CITY	Revising scope of work for 2007 Union Square Historic District Funds to include Historic Preservation Accessibility Analysis of targeted properties in CDBG eligible areas of City.	18,720	-	-	18,720	16B	570.20(c)	Create a Suitable Living Environment	Sustainability			21A	570.20(e)	
Total Historic Preservation Project Costs			63,136	-	-	63,136			0.7%						

CITY OF SOMERVILLE  
PROGRAM YEAR 2008 (APRIL 1, 2008 - MARCH 31, 2009)  
PROJECTS

CDBG, HOME, and EMERGENCY SHELTER GRANTS PROGRAMS

(Amendments to original Action Plan are shaded)

Activity Name	Address	Descrip	Total CDBG	Total HOME	Total ES&G	Total	HUD Matrix Code	Citation	HUD Objective	HUD Outcome	Matching Federal Grant	Matching State Grant	Matching Private Funds	HUD Matrix Code	Regulation
HOUSING SPECIAL PROJECTS	50 EVERGREEN STREET SOMERVILLE, MA 02143	Funds reserved and used for the creation of LNT housing throughout the City. Includes new HOME funds of \$235,741, and carried forward HOME funds of \$956,000 (VNA project) and \$500,000 (SHA Capital project) from prior years.	237,000	1,685,772	1,922,772	14A	570.202	Provide Decent Affordable Housing	Affordability					14A	570.202
HOUSING REHAB	50 EVERGREEN STREET SOMERVILLE, MA 02143	Funds to rehab rental and homeowner properties occupied by and/or affordable to residents who are income eligible under HOME and/or CDBG regulations.	300,000	356,138	656,138	14A	570.202	Provide Decent Affordable Housing	Affordability					14A	570.202
DOWNPAYOUT ASSET STANCE PROGRAM	50 EVERGREEN STREET SOMERVILLE, MA 02143	Downpayment and closing cost assistance of up to 15% to income eligible Somerville residents.		90,000	90,000			Provide Decent Affordable Housing	Affordability					13	570.20In
HOUSING DIVISION PROJECT COSTS	50 EVERGREEN STREET SOMERVILLE, MA 02143	Costs associated with Project oversight of the Housing Division CDBG program.	341,207	-	341,207	14H	570.202	Provide Decent Affordable Housing	Affordability					14H	570.202
HOUSING DIVISION PROJECT COSTS (90 day extension)	50 EVERGREEN STREET SOMERVILLE, MA 02143	Costs associated with project oversight of the Housing Division CDBG program.	28,157	-	28,157	14H	570.202	Provide Decent Affordable Housing	Affordability					14H	570.202
HOME ADMIN	50 EVERGREEN STREET SOMERVILLE, MA 02143	Staff salaries and overhead costs associated with administering the HOME program.	-	86,539	86,539	14H	570.202	Provide Decent Affordable Housing	Affordability					14H	92.207
HOME ADMIN (90 day extension)	50 EVERGREEN STREET SOMERVILLE, MA 02143	Staff salaries and overhead costs associated with administering the HOME program.	-	9,900	9,900	14H	570.202	Provide Decent Affordable Housing	Affordability					14H	92.207
HOME TBA	50 EVERGREEN STREET SOMERVILLE, MA 02143	Funds to provide subsidies for Tenant Based Rental Assistance to formerly homeless young people.	-	120,000	120,000	055	570.204	Provide Decent Affordable Housing	Affordability					055	92.209
HOME CHDO OPERATING SET ASIDE	50 EVERGREEN STREET SOMERVILLE, MA 02143	5% of the HOME entitlement set aside for the City's designated CHDO's operating costs.	-	43,269	43,269	21T	N/A	Provide Decent Affordable Housing	Affordability					21T	92.208
HOME CHDO SET ASIDE	50 EVERGREEN STREET SOMERVILLE, MA 02143	Minimum 15% of the HOME entitlement set aside to fund projects of the City's designated CHDO. New HOME funds of \$134,304. Includes \$750,000 (St. Polycorps Phase I) and \$425,000 (St. Polycorps Phase IIa) of HOME funds carried forward from prior year grants.	-	1,304,809	1,304,809	14A	N/A	Provide Decent Affordable Housing	Affordability					198	92.300
Total Housing Project Costs			906,364	3,696,427	-	4,602,791								-	-
PUBLIC SERVICE GRANTS	93 HIGHLAND AVE. SOMERVILLE, MA	Set aside 15% of current year CDBG grant to fund Public Service Grants within the city.	426,567	-	426,567	05	570.20(e)	Create a Suitable Living Environment	Accessibility/ Availability					05	570.20In
PUBLIC SERVICE GRANTS (90 day extension)	93 HIGHLAND AVE. SOMERVILLE, MA	Set aside 15% of current year CDBG grant to fund Public Service Grants within the city.	35,500	-	35,500	05	570.20(e)	Create a Suitable Living Environment	Accessibility/ Availability					05	570.20e

CITY OF SOMERVILLE  
PROGRAM YEAR 2008 (APRIL 1, 2008 - MARCH 31, 2009)  
PROJECTS

CB86, HOME, and EMERGENCY SHELTER GRANTS PROGRAMS

(Amendments to original Action Plan are shaded)

Activity Name	Address	Descrip	Total CD86	Total HOME	Total ESG	Total Program	HUD Matrix Code	HUD Objective Citation	HUD Outcome	HUD Accessibility/ Living Environment	Matching Federal Grant	Matching State Grant	Matching Private Funds	HUD Matrix Code	Regulation
ES6 PROGRAM ADMINISTRATION	93 HIGHLAND AVE. SOMERVILLE, MA	A portion of the staff and administrative costs associated with administering ESG Grant.	-	-	5,030	5,030	21A	N/A	Create a Suitable Living Environment	Accessibility/ Availability	-	-	-	21A	Title IV
ES6 GRANTS	93 HIGHLAND AVE. SOMERVILLE, MA	Funds to be allocated through an RFP process to agencies providing emergency shelter, crisis intervention and homeless prevention.	-	-	122,080	122,080	03T	570.20(e)	Create a Suitable Living Environment	Accessibility/ Availability	-	-	-	03T	Title IV
Total Public Service Related Grants			471,567	-	127,110	598,677								-	-
			8%	100%	7%									-	-
CB86 ADMIN	93 HIGHLAND AVE. SOMERVILLE, MA 02143	Staff salaries and overhead costs associated with administering the CB86 ESG and HOME programs.	589,990	-	589,990	589,990	21A	570.206	Create Economic Opportunities	Sustainability	-	-	-	21A	570.206
CB86 ADMIN (90 day extension)	93 HIGHLAND AVE. SOMERVILLE, MA 02143	Staff salaries and overhead costs associated with administering the CB86 ESG and HOME programs.	167,692	-	-	167,692	21A	570.206	Create Economic Opportunities	Sustainability	-	-	-	21A	570.206
Total CB86 Administration			757,682	0	0	757,682								0	-
			13%		13%									-	-
PROJECT TOTAL															
\$ 5,813,264 \$ 3,696,427 \$ 127,110 \$ 9,143.39															
\$ 200,000 \$ 844,066 \$ 725,000															

---

# **PUBLIC PARTICIPATION PLAN**

---

## I. Introduction

The City of Somerville annually receives Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME) and Emergency Shelter Grant (ESG) funds from the U.S. Department of Housing and Community Development (HUD), which it administers through the Somerville Mayor's Office of Strategic Planning and Community Development. The primary purpose of these formula grant programs is to develop viable communities through the provision of decent housing, a suitable living environment and expanding economic opportunities for low- and moderate-income persons. As a recipient of these entitlement program funds, the City is required to produce the following documents:

1. **Consolidated Plan:** A five-year plan that documents Somerville's housing and community development needs, outlines strategies to address those needs, and identifies proposed program accomplishments.
2. **Annual Action Plan:** An annual plan that describes specific CDBG-, HOME- and ESGfunded projects that will be undertaken over the course of the upcoming fiscal year.
3. **Consolidated Annual Performance and Evaluation Report (CAPER):** An annual report that evaluates the use of CDBG, HOME and ESG funds.

This Citizen Participation Plan has been developed to provide citizens and other interested parties with opportunities to participate in an advisory role in the planning, implementation and evaluation of the CDBG, HOME and ESG programs which primarily benefit Somerville's low- and moderate-income residents and to review and comment on each of the documents listed above.

## II. Public Hearing Process

1. Frequency. The City will hold a minimum of two public hearings annually, at different times during the consolidated plan process to obtain citizen input on proposed programs and projects.
2. Location. Hearings will be held in areas of the City where CDBG funds are proposed to be used, specifically in neighborhoods of predominantly low- and moderate-income citizens as defined by the most recent U.S. census data.
3. Outreach. Public meeting notices will be published in both English and Spanish two weeks prior to the date of the hearing in general circulation publications within the City.
  - Translations of the public meeting notice in Haitian Creole and Portuguese, in addition to English and Spanish, will be published on the City's cable wheel.
  - Meetings will be posted in English on the City's website.
  - Fliers of the meeting will be posted and distributed in the following locations throughout the City:
    - Mailing to all public service agencies with a request that the fliers be translated, if possible, into languages other than Spanish, Portuguese, Haitian Creole or English, if this is appropriate for their constituency.
    - All branches of the Public Library
    - Front hall of City Hall
    - The Mayor's office
    - OSPCD front desk

- Other locations as deemed appropriate
4. Accessibility. All hearing/meeting locations will be handicapped accessible. Meetings will be advertised in English, Spanish, Portuguese and Haitian Creole (and other languages as appropriate). All ads, notices and fliers will include a TTY phone number and contact information to arrange for special accessibility requirements.
  5. Information Provided. At the first public hearing after the City receives information on the amount of assistance it expects to receive from HUD (including grant funds and program income), the City will provide this information to the public. Generally, at each hearing the following information is to be provided:
    - Amount of assistance received from HUD annually (grants & program income);
    - The range of activities that may be under-taken using these funds, including the estimated amount that will benefit persons of low- and moderate-income;
    - The areas of the City where activities may be under-taken;
    - A description of the projects programs and services that are underway using currently available funds; and,
    - Copies of the most recently published consolidated plan; performance report; and other relevant documents (NRSA plans etc.)

### **III. Notification to Public Housing Authority**

The City will provide information on a regular basis to the Somerville Housing Authority about consolidated plan activities related to its developments and surrounding communities so that the housing authority can:

- Make this information available at the annual public hearing required under the Comprehensive Grant program.
- Encourage participation among residents in the process of developing and implementing the consolidated plan.

### **IV. Citizen Comment on the Consolidated Plan / Amendments, and Performance Reports**

1. Notification. The City will publish notification of the availability of the proposed Consolidated Plan in a newspaper of general circulation and on the City website giving citizens not less than 30 days for the Consolidated Plan and Amendments and not less than 15 days for the Performance Report to comment. This notice will include:
  - The date on which the plan will be available and the date by which comments must be received;
  - The name of the person and/or agency where comments should be directed; and,
  - The form that comments should take (written, email, fax etc.).
2. Location. The City will make the plan available at the following location for a period of not less than 30 days so that citizens may comment on the plan:
  - All branches of the public library;
  - Office of Strategic Planning and Community Development;
  - By email or parcel post as requested; and,
  - On the City website.
3. Consideration of Comments. All comments or views of Citizens received in writing, or orally at the public hearings will be considered in preparing the final consolidated plan.

#### **V. Criteria for Amendments to the Consolidated Plan**

A deletion or addition of an activity, source of income or objective will constitutes a substantial change in the consolidated plan.

#### *VI. Availability to the Public*

The final Consolidated Plan and amendments and the final performance report will be made available to the public at the following locations and by the following means:

- All branches of the public library;
- Office of Strategic Planning and Community Development;
- By email or parcel post as requested; and,
- On the City website.

#### *VII. Technical Assistance*

The City will provide technical assistance to citizens, public agencies and other interested parties in providing technical assistance in developing proposals for funding under any of the programs covered by the Consolidated Plan.